



THE CANADIAN FOREIGN SERVICE OFFICER AWARDS

Guidelines for Nominations

Background:

The Canadian Foreign Service Officer Awards were instituted in 1990 by the Professional Association of Foreign Service Officers (PAFSO) to provide recognition by one's peers for exceptional achievement by an individual officer.

Selection Committee:

The recipients will be selected by a panel of distinguished judges, whose experience, in both the private and public sectors, gives them a unique perspective on the Canadian Foreign Service and the many roles its officers fulfill in Canada and overseas.

Who can nominate:

Nominations are welcome from all interested parties including the Foreign Service, the private sector, NGOs, as well as the public.

Who is eligible:

A nominee must be a career Foreign Service Officer in the Foreign Service category of the Public Service of Canada (including FSDP) and a member of PAFSO.

How to submit a nomination:

There is no application form to be completed. A nomination takes the form of a narrative letter addressed to the Secretary of the PAFSO Awards Committee. An individual may nominate more than one candidate but each nomination must be made separately.

The judges' panel places considerable weight on the narrative. It should convey the special qualities of the nominee and describe clearly why the nominee is deserving of an Award.

A nominee will be judged on the basis of exceptional achievement in a specific circumstance and/or over the course of his/her career in the Foreign Service as exemplified through assignments both domestic and foreign. Reference can be made to, but is not restricted to, the following criteria:

- initiative and creativity;
- dedication to serving Canada and Canadians;
- effectiveness in interacting with cultures in which the officer has worked; and
- ability to inspire colleagues and professional contacts.

A nomination should provide specific illustrations of the accomplishments that meet the above criteria and should answer, in as much detail as possible, the following questions:

- 1) Who is being nominated?
- 2) How has this person demonstrated his or her exceptional achievement?

For each nomination, **a minimum of two detailed letters of support will be required.** Please provide these substantive letters of support with your nomination. These letters should reinforce and expand upon the nomination of the candidate.

In addition to the two detailed letters, you may also wish to provide names of others willing to support your candidate (for example, peers of the nominee, colleagues in other government departments, from the private sector, NGOs, and other institutions with which the officer has interacted). If so, please provide their full names, mailing addresses, e-mail addresses, facsimiles and phone numbers. They will be contacted by the PAFSO Awards Secretary to provide written letters of support.

Letters of support received after May 5, 2010 will not be considered by the judges.

Submissions:

Original, facsimile or e-mail nominations are acceptable.

Deadline for nominations:

The deadline for nominations is April 5, 2010.

Nominations are to be submitted to:

Ms Dilys Buckley-Jones
Secretary
PAFSO Awards Committee
The Professional Association of Foreign Service Officers
412 - 47 Clarence Street
Ottawa, ON K1N 9K1 Canada

Telephone: 613-241-1391 Facsimile: 613-241-5911 E-mail: awards@pafso-apase.com